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1914/15

Princeton University

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Report of the Librarian.

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# PROOF

(Not published)

## PRINCETON UNIVERSITY REPORT OF THE LIBRARIAN

August 1, 1914—July 31, 1915

Princeton, Oct. 16, 1915.

TO THE PRESIDENT AND TRUSTEES  
OF PRINCETON UNIVERSITY

Sirs:—The Librarian has the honor to submit the following report for the year ending July 31, 1915.

The *Accessions* of bound volumes amounted to 41,239 (33,143 regular, 4,783 deposits, 3,313 to be recorded). Pamphlets numbered 21,375; maps, engravings, museum objects, etc., 1,305; and the circulars and sheets of newspaper clippings belonging to the Pliny Fisk Statistical Library, estimated at 109,000. This is a grand total of 172,919 items, of which 62,614 are volumes and pamphlets. It is exclusive of many thousands of newspaper clippings and circulars not yet sorted or arranged.

14,824 of the bound volumes were acquired by purchase, as against 9,787 last year; and 21,632 by gift, as against 4,696 last year. A list of some of the more considerable gifts is given in the Purchase Department report. The reason for this unprecedented increase is to be found in part in the 5,000 volumes increase of additions by purchase, but mainly in the series of gifts of special collections; the Bower bequest (3489 volumes), the Cook Chess collection (2067 volumes), the Pliny Fisk Statistical Library (5000 volumes, besides pamphlets and clippings), the deposits by David Paton and William A. Paton (4292 volumes). The David Paton collection of books on Egypt and Eastern Asia, the Cook collection of Chess Literature, and the Pliny Fisk Statistical Library, are all collections of great distinction in their several lines. The additions to the Meirs collections have also been distinguished.

The *Total* of the Library, exclusive of circulars, sheets



of clippings, booksellers' catalogues, etc., is 449,702 items, of which 373,224 are bound volumes, including 16,383 deposits. The excluded items amount to 111,000, still excluding about 100,000 miscellaneous pamphlets and odd-number periodicals, which are partly organized by being arranged alphabetically.

The *Expenditures* were \$57,100.66, as compared with \$54,029.64 last year. Of this, \$21,923.16 was for books and binding, as compared with \$20,440.38 the previous year. The Expenditure for salaries was \$23,690.12, as compared with \$21,589.50 last year; for building, \$8,388.16, compared with \$8,591.97 last year; and for office expenses, \$3,098.64, compared with \$3,407.79. The increased means came from the increased tuition fee. The decrease in miscellaneous expenses was because it was necessary to economize on supplies and furniture in order to add to clerical help for handling the unprecedented accessions.

The *Circulation* was 71,984, an increase over last year of 10,724. This library borrowed from other libraries 38 volumes more, and loaned to them 7 less than last year, borrowing 113 and lending 40.

*Sunday Opening.* The reading room was open 33 Sundays, the average attendance being 43. There is a frequent request to have at least preceptorial books accessible on Sunday.

The *Reference Work* included, besides the usual personal reference work and instruction in the use of the Library, the sending out of 825 letters, circulars, and enclosures, gathered material for the list of Faculty publications, preparing reference lists for 41 debates and 67 reserve courses.

The *Cataloguing Work* included 34,939 accessions entries and 57,821 card entries. The increase in routine work, as compared with that of last year, as indicated by the comparison of main entry cards—10,723 works against 9,107 last year. Owing to the fortunate circumstance that the

David Paton books and the Pliny Fisk Statistical Library had special catalogues of their own, it has been possible to put almost the whole regular accessions of the year in some kind of catalogued form, although in some cases this had to be limited to a simple brief-title card in the author catalogue. The library usefulness, of course, requires that sooner or latter both the Paton and Fisk collections should be represented in the general catalogue as well as in the special, and it is due to these superb collections themselves that they should at least have certain moderate adjustments and improvements of their catalogues. The plain fact that 41,239 volumes were received this year against 14,483 last, and that the Library organization was increased only to the point of handling 16,000 volumes, speaks for itself—it means that at least 30,000 volumes are catalogued in less thorough fashion than the normal standard.

The *Census* shows that 67 volumes which have been missing for five years or more have turned up during the past year. Of these 14 have been missing since 1910, 18 since 1909, 7 since 1908, 5 since 1907, 4 since 1906, 5 since 1905, 3 since 1904, and 1 since 1903. The number of books mislaid or lost annually increases with the increase of students and the multiplication of courses. It is not affected greatly by the increase in undergraduates, but is greatly affected by the increase in the number of graduate students and professors, who have access to the Seminary rooms and the stack. With the report this year is given an analysis of the location in which the various losses or mislayals occur. This shows that the losses from the open shelves in the Chancellor Green Library amount to only  $\frac{1}{4}$  of the total. The comparative table of losses and recoveries from 1903 to 1915 shows very clearly that the chief trouble lies in the taking of books without charging by professors and graduate students. There is a small percentage of books unscrupulously taken by undergraduates from the Chancellor Green, and in a few cases without

intention of returning, but the evidence shows that in most cases it is carelessness, rather than malice. The actual situation is probably indicated by the fact that of the 2548 volumes missing in the census of 1903, only 80 volumes are still missing. That there should be as many as 1814 volumes missing at this date seems to many unnecessary and alarming. It is certainly aggravating and injurious to work that there should be so many as this which cannot be located by the administration at the given moment, but University efficiency must choose between the system of liberal admission to the books, with frequent annoying mislayals and some loss, and the old system of passing all books over the counter, and no one who seriously considers the matter, hesitates between them, although with a strict system of passing over the counter the mislayals might be reduced almost to zero.

The *Printing Department* printed 154,108 impressions from 444 forms of type, 1,000 copies of an information pamphlet, and 20 to 25 copies of five finding lists.

The *Binding Department* bound for the library 3,109 volumes and 303 pamphlets, prepared 4,091 pamphlets in folder binders, and gilded numbers on 24,787 volumes. The cost was \$3,376.77. It did binding also for other departments of the University to the amount of \$649.21.

The *need for new books* which has been pressed upon the attention of the Trustees for two or three years past by the Faculty was thoroughly canvassed by a conference committee from the Faculty and Trustee Committees. This committee called upon the professors to make their need clear by furnishing definite lists of realized immediate needs. The lists which were handed in indicated a total of urgently realized need of about \$200,000, distributed as, first urgency, \$50,000; second urgency, \$58,000; third urgency, \$96,000. On this showing, the committee figured that \$25,000 in addition to funds already available would meet the most urgent needs for the coming year, and this amount

was accordingly provided by the Trustees. It was the belief of the Committee that this amount would be needed annually, and would for the present, at least, meet reasonable demands.

The *Building* problem has become more pressing still by reason of the extensive additions of the year, the large prospective accessions of the coming year, the need of special rooms for international law and mediaeval history. The gift of the Pliny Fisk Library included also the cost of furnishing a Seminary room on the fifth floor, and of adapting a room taken from the stack in the East Tower, borne by Mr. Fisk. The Semitic Seminary was fitted up at the expense of Mr. Green.

The *administration problem* necessarily increases with every increase of students, professors, courses, books and methods of using the Library. The increase in graduate students last year, the additions of new professors and courses, especially in International Law, Economics, and Mediaeval History have increased demands on the Library staff considerably. The increased activity in methods has also made a very considerable demand, e.g., the opening of the Art Museum in the evening, supervision of Engineering Library, and other special libraries, the transfer of books from and to the special libraries, and the revision of classification to meet the demands of the latest methods in use. The amount of this demand is not easily measurable in hours, but is very considerable. It may be estimated that to properly care for the number of books and other items added last year in excess of the year previous would be for books, sixteen clerks, at an average salary of 500; and for pamphlets, etc., the care of newspaper clippings etc., three or four more clerks—or, in other words, that it would take about 35,000 or 40,000 more hours work than there were means to pay for during the year. There is real need of an assistant reference librarian, a clerk to supervise department libraries not having special librarians,

a clerk in the purchase department and three cataloguers.

*Student help* was a large factor in handling the extraordinary situation of last year. Thanks to Mr. McAlpin and other friends, and in connection with the Commons problem, 9,790 hours work was provided by the Bureau of Self-Help, and it was this largely which kept the Library from being swamped. For two years now the Library has had the benefit of this help and has been able to perform service otherwise impossible, especially in the way of improving work previously done by short-cut methods. It is a matter of very serious regret to the Library, that owing to the change in the Commons plan, this help will not be available this year unless special means are forthcoming. A circular has been issued, calling attention of friends to the fact that there is no better method of self-help than this which helps the student and at the same time helps the Library.

*Special acknowledgements* are due in this report of three collections given during the year. The first of these is the *Pliny Fisk Statistical Library*, which consists of 5,000 volumes, 13,000 pamphlets, 38,000 circulars, and 60,000 sheets of mounted clippings in the field of railway finance chiefly. It was the working library of Messrs. Harvey Fisk & Sons and was given by Mr. Pliny Fisk of the Class of '81. The gift included the very handsome furnishings of the rooms, and the services of a librarian for one year. It is regarded as the most complete working library in its specialty owned by any university.

The *Cook collection* of Chess Literature was left by Mr. Eugene B. Cook ex-1850 and presented according to his wish by his heirs through the agency of J. W. R. Besson, Class of '92.

The *David Paton* collection of books on Egyptology and Assyriology is a working collection of about 2500 volumes and transforms what was one of the poorest equipped departments into one of the very best and one equalled



by few, if any, university seminaries in the country. Its value is very greatly increased by the presence of Mr. Paton and his Secretary, through whom the collection is kept very thoroughly up-to-date and in working order.

Respectfully submitted,

E. C. RICHARDSON,  
Librarian.

## I. REFERENCE DEPARTMENT 1914-'15

The work of the reference department includes reference work for undergraduates, for faculty, and other readers, for outside correspondents, and for the various departments of the Library. It includes also informal instruction to students in the use of the Library, assistance in the selections of books for purchase, secretarial work for staff meetings and for the meetings of the Faculty Library Committee, preparation of news notes for publication in various papers, and care of exhibitions, especially the new European War collection.

During the year the department has sent out 825 letters, postals, and enclosures; has issued sixty-seven requests to the Professors for bibliographies of the books to be reserved for preceptorial reading; and has prepared reference lists for forty-one debates, including full bibliographies for the Harvard-Yale-Princeton 'varsity and freshman debates.

The reference department also collected the material used by the President in drawing up the list of Faculty Publications for his Annual Report.

Valuable service has been rendered to the department by two Juniors who put in together about twelve hours a week.

GEORGE DOBBIN BROWN,  
*Reference Librarian.*

## II. PURCHASE DEPARTMENT

- (1) Accessions, (2) Totals, (3) Noteworthy gifts, (4) Receipts and expenditures on various accounts, (5) Summary analysis of expenditures.

### (1) ACCESSIONS

Volumes (by purchase 14,824, by gifts 21,632, by deposit 4,783) .....	41,239
Pamphlets and government documents—advance sheets....	19,375
Engravings .....	664
Autographs, etc. ....	444
Maps .....	84
Broadsides .....	28
Miscellaneous (tablets, masks, etc.).....	85
Circulars (estimated) .....	39,000
Sheets of clippings (estimated) .....	70,000
Unsorted pamphlets (estimated) .....	2,000

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Total accessions for 1914-1915 ..... 172,919

This shows an increase over the previous year of 26,756 bound volumes and a total increase of 147,511 items. 3,313 of the bound volumes were received in 1914-1915, but were not recorded until after August 1.

### (2) TOTALS, AUGUST 1, 1915

Bound volumes (including 16,383 deposits) .....	373,224
Pamphlets .....	63,142
Circulars (estimated) .....	39,000
Sheets of clippings (estimated) .....	70,000
Engravings .....	2,077
Autographs, etc. ....	6,404
Maps .....	2,581
Broadsides .....	846
Miscellaneous (tablets, masks, etc.).....	1,428
Unsorted pamphlets (estimated) .....	2,000

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560,702

### (3) NOTEWORTHY GIFTS

Among the noteworthy gifts received are books from Laurance Foster Bower Cl. '96 (Bequest 3489), Elizabeth B. Clarke (257), Eugene Beauharnais Cook, A.M., 1868 (2067), John Ross Delafield Cl. '96 (148), Pliny Fisk Cl. '81 (5000 besides 13000 pamphlets and

several hundred thousands clippings), Charles Williston McAlpin Cl. '88 (194), Allan Marquand Cl. '74 (510), Frank Jewett Mather, Jr., (27), John Pierpont Morgan (9), Robert Wilson Patterson Cl. '76 (56), Moses Taylor Pyne Cl. '77 (882), Gifts from members of the Faculty and Alumni for the Princeton Alumni Collection; Collection of European coins and Colonial currency, presented by Prof. Ralph Woodland Owen of Madison, Wisconsin (82); Additions to the Richard Waln Meirs (Cl. '88), deposit of Cruikshankiana (478), David Paton (Cl. 74) deposit (2,415), William Agnew Paton deposit (1877).

#### (4) RECEIPTS AND EXPENDITURES ON VARIOUS ACCOUNTS

	<i>Received</i>	<i>Expended</i>
[Salaries A] .....	\$4,600.00	\$4,600.00
Salaries B .....	16,940.00	16,940.00
Elizabeth Fund Librarian .....	1,001.43	857.09
Elizabeth Fund Faculty .....	2,000.00	1,949.31
Fees from Cond. students.....	4,810.15	4,562.63
Library Special .....	7,297.52	6,779.83
Cadwalader Library Fund .....	230.95	228.75
Classical Seminary .....	500.27	317.59
Class of '75 Library .....	181.63	181.63
“ “ '78 “ Chemistry .....	137.19	46.49
“ “ '78 “ Engineering .....	145.57	41.25
“ “ '82 “ .....	40.14	17.80
“ “ '83 “ .....	187.17	84.90
“ “ '88 “ .....	1,240.70	904.25
“ “ '89 “ .....	491.79	390.15
English Seminary .....	659.63	545.51
Germanic “ .....	731.20	432.96
Historical “ .....	720.49	257.96
Mathematical Seminary .....	741.38	322.93
Princetoniana Fund .....	95.29	89.86
Romance Seminary .....	901.07	729.59
Suppl. Book Fund: Binding.....	600.00	599.42
“ “ “ Boyd .....	856.48	762.01
“ “ “ Debates .....	38.49	16.88
“ “ “ Economics .....	547.32	.....
“ “ “ European War .....	352.42	352.42
“ “ “ Furniture .....	285.00	285.00
“ “ “ General .....	108.78	.....
“ “ “ Geology .....	57.05	57.05
“ “ “ Hartley .....	370.29	369.48

"	"	"	International Law .....	500.00	439.27
"	"	"	Mediaeval History .....	500.00	.....
"	"	"	Modern Languages: Ro-		
			mance .....	165.08	165.08
"	"	"	Politics .....	289.00	289.00
"	"	"	Preceptorial System ....	1,335.19	1,268.29
"	"	"	Watres .....	600.00	111.20
Library .....				3,198.46	3,198.46
[Building] .....				8,388.16	8,388.16
[Petty cash] .....				658.88	518.46
				<hr/>	<hr/>
				\$62,504.07	\$57,100.66

\* Balances are for the most part covered by outstanding orders. Total balance to 1915-16 (\$5,263.09) is less than balance brought over from 1913-14 (\$5,669.77).

#### (5) SUMMARY ANALYSIS OF EXPENDITURES

##### BOOKS AND BINDING

Elizabeth Funds .....	\$2,806.40	
Fees from Conditional students .....	4,562.63	
Library Special .....	4,641.41	
Special Book Funds .....	8,422.30	
Suppl. Book Fund: Binding .....	599.42	
Library Account .....	877.79	
Petty Cash .....	13.79	
		<hr/>
		\$21,923.74

Of this \$2,674.07 was for binding.

##### SALARIES

Librarian and Reference Librarian.....	\$4,600.00	
Assistant Librarians .....	16,940.00	
Library Special .....	2,138.42	
Library .....	11.70	
		<hr/>
		23,690.12

##### BUILDING (CARE, LIGHT, HEAT, REPAIRS, ETC.)

University Library current expenses.....	\$8,399.60	
Chancellor Green Library .....	48.56	
		<hr/>
		8,388.16



### MISCELLANEOUS

Freight and Express .....	\$330.11	
Furniture and Apparatus .....	652.42	
Paper and Blank Cards .....	421.91	
Stationery and Stationery Supplies .....	150.32	
Printed Cataloguing Cards .....	400.00	
Printing and Printing Supplies .....	733.93	
Typewriter Supplies .....	20.08	
Postage .....	208.99	
Blank and Form Books .....	89.35	
Panama Exhibit .....	50.00	
Affidavits .....	4.65	
Sundries .....	36.88	
		3,098.64
		\$57,100.66

CHARLOTTE MARTINS,  
*Superintendent.*

### III. CATALOGUING DEPARTMENT

(1) Cataloguers' record, (2) Filing record, (3) Book census comparisons, (4) Items of miscellaneous work.

#### (1) CATALOGUERS' RECORD

1. Accession entries .....	34,939
2. Main entry cards, including maps and Cruikshank deposits (see also items 10 and 11) .....	10,723
3. Author analyticals .....	1,803
4. Subject cards .....	11,878
5. Subject folders .....	916
6. Editor and reference cards .....	4,535
7. Title-a-line cards .....	8,287
8. Copy for printed titles (Princeton and Library of Congress) .....	584
9. Former entries, etc., investigated on order of Chief Cataloguer .....	413
10. Additions recorded (periodical and series) .....	2,269
11. Short title cards .....	9,043
12. Pamphlets and music folder bound and catalogue-labeled .....	6,350
13. Manuscripts folder bound and catalogue-labeled.....	359
14. Photographs folder bound and catalogue-labeled.....	661
15. Government documents—advance sheets classified.....	1,750
16. Books and maps classified (including reclassification 275) .....	11,853

In 38.9 per cent of books catalogued, Library of Congress printed cards were used.

The percentage of printed cards used shows a decrease of 10 per cent because of manuscript cards for Horace Collection, short titles, and some 1,700 dissertations.

## (2) FILING RECORD

Shelf cards filed—new, additions, changes, reference, transfers	23,732
Printer's and slug slips .....	9,309
Book slips .....	11,573
Guide cards made and filed .....	2,493
Duplicates for subject list .....	4,845
Author cards filed—new, additions, reference, transfers, etc.	37,576
Subject cards filed—new, additions, reference, transfers, etc.	30,354
Cards for transferred books .....	2,211
Census (see special report) double handling cards.....	150,156
L. C., Harvard, John Crerar, etc., Bibliographical file.....	122,531
L. C., Harvard, John Crerar, etc., Bibliographical file (Cancel cards) .....	3,545
Zurich index cards filed .....	31,176
L. C. Subject list .....	51,460
A. L. A. periodical author cards .....	2,480
Library of Congress stock .....	7,240
<hr/>	
Total .....	490,681



## (B) DISTRIBUTION OF LOSSES AND MISLAYALS

Problems	Total	2,766
"	Stack	1,253
"	CG	764
"	Sems.	561
"	Colls.	188

## DETAILS OF COLLECTION AND SEMINARY PROBLEMS REMAINING

A	3	ExK	1	SA	46	SK	52
BER	2	LR	1	SB	5	SL	6
BL	1	M	9	SBT	0	SM	24
BR	36	ME	1	SC	55	SMT	10
CC	0	NJI	7	SCT	42	SO	41
CGZ	4	P	57	SCI & SI...	0	SOT	6
CL	3	PA	0	SCP	15	SP	33
DB	1	PB	1	SD	6	SPT	19
DC	1	W	15	SDT	4	SR	12
DEF	2	WE	14	SE	23	SRT	20
DL	7	WiT	5	SET	14	SS	8
DO	0	WS	0	SG	16	ST	28
DR	1			SGT	0	SX	47
DRD	0			SH	15	SXT	0
Ed	1			SHT	0	SZ	9
Ex	5			SHP	5	SZT	0

A total of 2,102 hours was spent on the 1915 census.

## (4) ITEMS OF MISCELLANEOUS WORK

1. Preparing for print a finding list of books on art and archaeology.
2. Sorting and listing odd number collection of periodicals (some 60,000).
3. Preparing exhibits for the American Library Association's exhibit at the Panama-Pacific Exposition.
4. Transferring books from one department to another, 2,081.
5. Completing accessions records on old shelf and author cards by the addition of about 2,000 accession numbers.
6. Enlarging main author catalogue by the addition of 3,340 cards for Classical Seminary dissertations.
7. Enlarging main subject catalogue by the addition of 5,010 cards for Classical Seminary dissertations including assignment of subjects and revision of classification by cataloguer.
8. Enlarging Biological Library duplicate catalogue by the addition of 3,304 author cards.



9. Preparing 8,000 books for the Purchase Department, including writing of cards, looking up for duplicates, etc.

Items 1-5 were done by regular members of the cataloguing staff. Items 6-9 were prepared and revised by the cataloguing staff, the work being done by students.

The student assistants also helped in the transfer of books, the filing and other work, regular and miscellaneous.

LETITIA N. GOSMAN,  
*Superintendent.*

#### IV. CIRCULATION DEPARTMENT 1914-15

(1) Local loans, (2) Inter-library loans, (3) Sunday opening.

##### (1) LOCAL LOANS

History Biography and Travel .....	10,738	
Literature and Language .....	13,096	
Fiction .....	5,615	
Philosophy, Theology and Education .....	3,990	
Political Science, Economics and Jurisprudence .....	7,983	
Mathematics, Physics and Natural Science .....	4,282	
Arts and Music .....	2,445	
Periodicals .....	1,216	
		49,410
Reserved books used in Library .....	21,813	
Books circulated from Guyot Hall Library.....	761	
		71,984
Increase over 1913-'14 .....	10,724	

Books borrowed from other Libraries—

Chemisto Club .....	Library....	1
Columbia Univ. Library .....	"	40
Cornell Univ. Library .....	"	1
Elizabeth Public .....	"	1
Harvard University .....	"	9
John Crerar .....	"	6
Johns Hopkins University .....	"	6
Library of Congress .....	"	16
Library of the Surgeon General's office.....	"	14
University of Pennsylvania .....	"	4
Union Theological Seminary .....	"	2
United States Department of Agriculture...	"	1
Yale University .....	"	12

—113

## (2) INTER-LIBRARY LOANS

### Books loaned other Libraries—

Bryn Mawr College .....	Library....	5
Catskill Public .....	" .....	2
Chicago University .....	" .....	1
Clark .....	" .....	2
Columbia .....	" .....	1
Grove City College .....	" .....	16
Johns Hopkins University .....	" .....	1
Missouri .....	" .....	4
Newark Public .....	" .....	1
San Diego Free Public .....	" .....	6
Trenton Free Public .....	" .....	1
		— 40

## (3) SUNDAY OPENING

Number of Students employed in Sunday opening .....	2
Number of hours employed .....	258
Number of Sundays open .....	33
Total number using Library .....	1,420
Average attendance .....	43

Student help to the amount of 2,506 hours was used in this department. Of this, 848 hours were supplied by the Bureau of Student Self-Help.

WALTER RUE COTTRELL,  
Superintendent.

## V. PRINTING AND BINDING DEPARTMENT

(1) Printing, (2) Binding, (3) Bindery cash account, (4) Statement of condition.

### (1) PRINTING

Impression from 444 forms type, electrotpe and linotype....	154,108
Copies of Library Information Pamphlet.....	1,000
“ Seminary Finding List, of 628 pages.....	20
“ Mathematical Author Finding List .....	50
“ “ Classical “ “ .....	25
“ Special list of Palaeography .....	25
“ European War Finding List (Reprinted four times)..	25

(2) BINDING

Volumes bound .....	3,405
Pamphlets bound regular .....	303
Pamphlets bound special .....	4,091
Volumes number gilded .....	24,787
Special work (repair, etc., \$79.10).	

(3) BINDERY CASH ACCOUNT

Balance 1913-1914.....		\$50.37
<i>Received</i>		
Library .....	\$2,822.82	
Morphological Laboratory .....	284.65	
Art Museum .....	191.75	
Guyot Hall Geology .....	5.55	
University Press .....	56.50	
Theological Seminary .....	49.45	
Clio Hall .....	39.30	
Other University work .....	503.96	
Check for J. W. Richardson .....	72.00	
	<hr/>	\$4,025.98
		<hr/>
		\$4,076.35
<i>Expended</i>		
Salaries .....	\$3,325.65	
Materials and Tools .....	533.19	
Express and Freight .....	12.66	
Cab hire .....	1.45	
Repaid Loan .....	200.00	
	<hr/>	4,072.95
		<hr/>
Balance 1914-1915 .....		\$3.40

(4) STATEMENT OF CONDITION

*Condition Aug. 1st, 1915*

Machinery, tools, etc. ....	\$599.48
Materials .....	480.25
Unfinished work .....	902.60
Cash on hand .....	3.40

*Bills Receivable*

Work delivered unpaid .....	260.95
	<hr/>
	\$2,246.68

*Bills Payable*

Unpaid bills .....	163.80		
Work paid undelivered .....	212.75		
	<hr/>	376.55	
		<hr/>	\$1,870.13

*Condition Aug. 1, 1914*

Machinery, tools, etc. ....	\$616.74
(20 marked off old inventory)	
Materials .....	362.70
Unfinished work .....	984.75
Cash on hand .....	50.37

*Bills Receivable*

Work delivered unpaid .....	197.97	
	<hr/>	\$2,212.53

*Bills payable*

Loan .....	200.00		
Unpaid bills .....	95.46		
Work paid undelivered .....	118.21		
	<hr/>	413.67	
		<hr/>	1,798.86
Gain .....			\$71.27

D. W. DUFFIELD,  
Superintendent.



# VI. SPECIAL REPORT ON WORK IN THE LIBRARY DONE BY STUDENT ASSIST- ANTS FROM THE SELF-HELP BUREAU

Total number of students working .....	61
Total number of Hours .....	9790

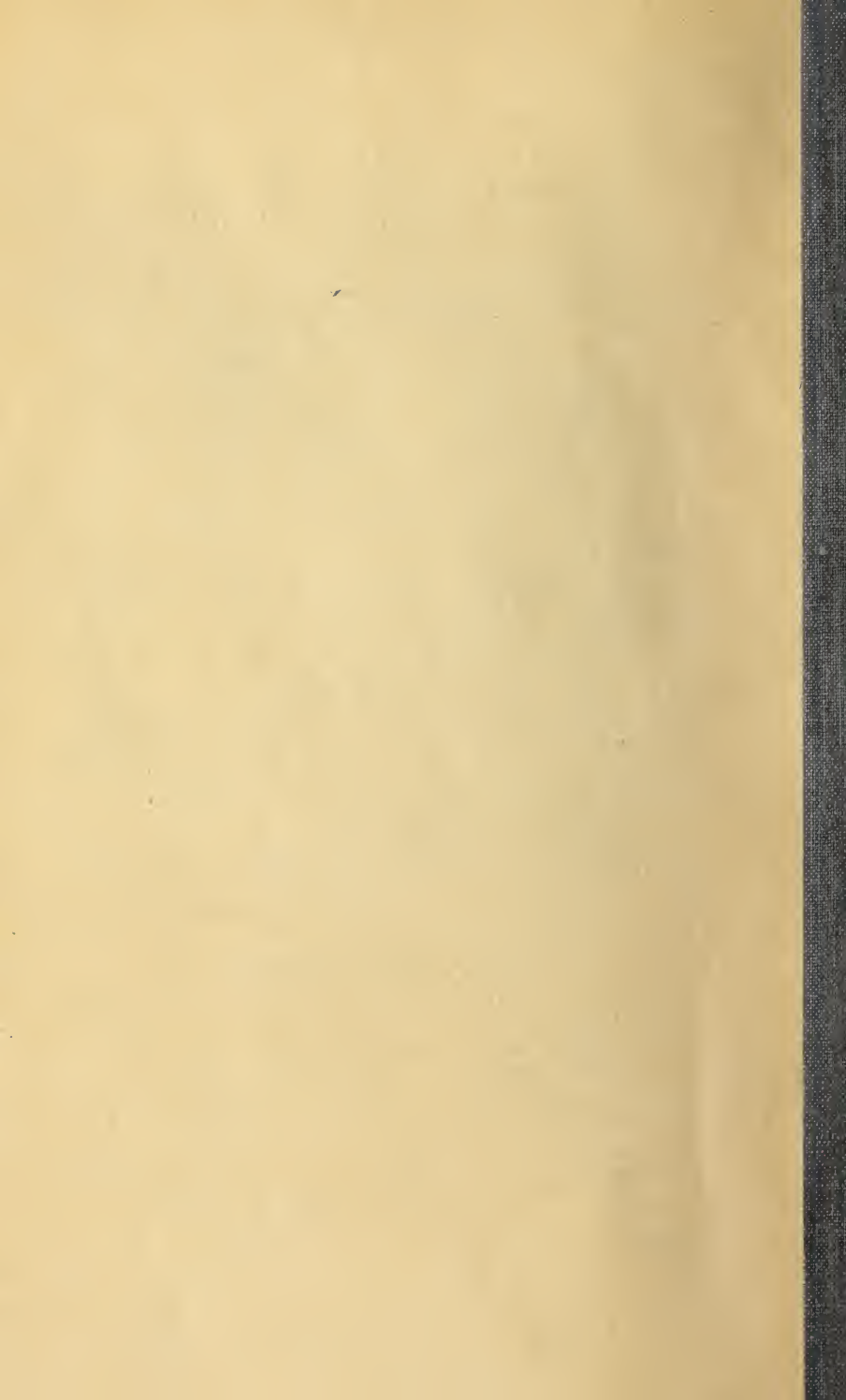
## *Kinds of work done by students*

Accessioning .....	524	Hrs.
Art Museum .....	600	"
Author entry .....	365	"
Bibliographical work .....	504	"
Bindery various .....	469	"
Box making .....	316	"
Catalogue Department, Various .....	797	"
Delivery desk .....	848	"
Gift Books, sorting .....	114	"
Guyot Hall Library .....	535	"
Historical Collection bibliography .....	298	"
Librarian, various .....	235	"
Miscellaneous .....	621	"
Newspapers and Magazines list .....	105	"
Princeton Collection.....	43	"
Printing .....	248	"
Publishers Catalogue and prices .....	872	"
Purchase Department, various .....	970	"
Sunday opening .....	171	"
Typewriting .....	1,055	"
		<hr/>
		9,790 Hrs.

## *Number of hours by Departments*

Art Museum .....	600	Hrs.
Bindery Department .....	984	"
Catalogue Department .....	3,405	"
Circulation Department .....	848	"
Librarian's Department .....	2,787	"
Purchase Department .....	1,166	"
		<hr/>
Total .....	9,790	Hrs.

HOWARD S. LEACH,  
*Librarian's Assistant.*



**Pressboard  
Pamphlet  
Binder**  
Gaylord Bros. Inc.

Makers  
Syracuse, N. Y.  
PAT. JAN -21, 1908

UNIVERSITY OF ILLINOIS-URBANA



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